



County of San Diego, Planning & Development Services
**INITIAL CONSULTATION MEETING
REQUEST**
ZONING DIVISION

Initial Consultation Meetings (IC's) are not to review or submit an application package for a discretionary permit. Please contact Planning & Development Services (PDS) Zoning 1-888-267-8770 for information on completing [Discretionary Permit Applications](#). To schedule a submittal appointment call (858) 694-2262.

IC's are intended to identify general regulatory constraints for a property and to provide a cursory review of projects for potential issues.

INITIAL CONSULTATION MEETINGS DO NOT SATISFY MANDATORY MAJOR PRE-APPLICATION REQUIREMENTS FOR MAJOR PROJECTS.

Requestor's Name: _____ Requestor's Phone: _____

Mailing Address: _____

Requestor's Fax: _____ Email Address: _____

Property Assessor Parcel Number(s): _____ Acres: _____

Property Address/Location: _____

Are you an Attorney or are you bringing an Attorney to the Initial Consultation Meeting? ☐ Yes ☐ No

Are you an Attorney or are you bringing an Attorney and will legal issues be discussed? ☐ Yes ☐ No

Be aware that PDS Policy requires that a Deputy County Counsel attend meetings where an outside attorney is present. Deputy County Counsel will charge at the hourly rate shown below. If you check the "Yes" box, above, change your mind and fail to notify PDS that you will not bring an attorney, County Counsel charges for preparation and travel (generally 1-2 hours) will still be applied.

REQUESTED COUNTY DEPARTMENT REPRESENTATIVES AT IC

The PDS Project Manager will make the final determination of the appropriate representatives based on this request, site constraints, and project features. **THE REQUESTOR IS REQUIRED TO PAY AN DEPOSIT OF \$990 FOR PDS, PLANNING. PLEASE BE PREPARED TO PAY ADDITIONAL MONEY FOR EACH INDIVIDUAL.**

Yes	No	Issue	Position	Required Deposits/Fees <i>Effective July 9, 2011</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Planning/Zoning/Environmental/Codes	PDS Project Manager	\$990 (D)
<input type="checkbox"/>	<input type="checkbox"/>	Road Improvements/Access/Traffic/Drainage	Land Development Staff	\$550 (D)
<input type="checkbox"/>	<input type="checkbox"/>	Wells/Septic Systems	DEH Specialist	\$238 (F)
<input type="checkbox"/>	<input type="checkbox"/>	Park Land Dedication Ordinance/Trails	DPR Staff	\$90-\$114 per hour
<input type="checkbox"/>	<input type="checkbox"/>	Legal Issues/Interpretations	County Counsel	\$210 per hour

PAYMENT FOR INITIAL CONSULTATION

Deposit is/are required. All charges for Parks & Recreation (DPR) and County Counsel are due and payable at the conclusion of the meeting. Follow-on assignments will be charged on a time and materials basis and due prior to issuing letters or at the conclusion of the subsequent meetings. Checks shall be made payable to the "County of San Diego." Two party checks are not acceptable. Visa and MasterCard are also accepted.

----- FOR OFFICIAL USE ONLY -----

5510 OVERLAND AVE, SUITE 110, SAN DIEGO, CA 92123 • (858) 565-5981 • (888) 267-8770

<http://www.sdcounty.ca.gov/pds>





County of San Diego, PDS, Zoning Division
INITIAL CONSULTATION MEETING REQUEST FORM

Continued

MEETING PURPOSE/ PROJECT DESCRIPTION

Explain the purpose of your Initial Consultation meeting request with a written description of your proposed project (include how water, sewer, and access will be obtained) and list specific questions that you would like answered. Please attach additional pages if necessary and an exhibit or plot plan of your proposal if available. If studies are available they may also be submitted to assist staff with their review. **NOTE: PLEASE PROVIDE AS MANY DETAILS REGARDING THE PROJECT AND SITE AS POSSIBLE AS THIS WILL ALLOW FOR STAFF TO PROVIDE MORE DETAILED AND CONSTRUCTIVE FEEDBACK.**

PLEASE PROVIDE AT LEAST FIVE (5) COPIES OF ANY ATTACHMENTS.

MEETING REQUEST SUBMITTAL

Please return this form and attachments, if any, to: PDS Zoning Division, 5510 Overland Ave., Suite 110, San Diego, California 92123 or via e-mail to: Lisa.Robles1@sdcounty.ca.gov.

Initial Consultation Meetings generally take place within 4 weeks from receipt of this form. The lead planner to whom the pre-app is assigned will contact the pre-app requestor generally within 10 working days of receipt of this form to schedule the meeting.

FINANCIALLY RESPONSIBLE PARTY

I, the undersigned, as financially responsible person for the IC meeting, understand that I must pay the required deposit to "COUNTY OF SAN DIEGO" for the Initial Consultation meeting when my request is submitted. I understand that if I arrive for a meeting without payment of the required deposit, the meeting will be rescheduled. An initial deposit will be collected at the beginning of the project for initial review, but the total cost of the Initial Consultation Meeting will be based on staff time required to process the application. "Staff time" includes, but is not limited to, time spent reviewing application materials, studies, responding by phone or correspondence to inquiries from applicant, neighbors, representatives, interested parties, attendance and participation at meetings and public hearings, and preparation of staff reports, and any appeals, and any other correspondence. If the actual costs exceed the initial deposit, then an additional deposit must be paid by the financially responsible person to cover the cost difference. At the end of the project, any remaining funds will be returned to the Financially Responsible Party (see [PDS-126](#)).

Name (if different from Requestor): _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Date: _____ Signature **(Required)**: _____

PDS STAFF USE ONLY

Record ID: _____ Student Intern: _____

Project Manager: _____ Planning Manager: _____

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